

**PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
MEETING MINUTES**

December 3, 2018

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors is being held at Penn Forest Township Municipal Building, 2010 State Route 903, Jim Thorpe, PA.

**PLEDGE OF ALLEGIANCE:**

Chairman Warren Reiner asked that all in attendance stand and recite the "Pledge of Allegiance".

**CALL TO ORDER:**

Supervisor Warren Reiner called the meeting to order; Roll Call by Township Secretary.

<b>Members:</b>	<b>Warren Reiner, Chairman Roger Meckes, Vice-Chairman Judith Knappenberger, Supervisor (By phone) Scott Lignore, Supervisor Tom Cross, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. EXECUTIVE SESSION:** Held at 6:30 pm to discuss personnel/legal matters.

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**B. PUBLIC COMMENTS AGENDA ITEMS ONLY - (3 Minute Limit)**

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON NOVEMBER 5, 2018**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from NOVEMBER 5, 2018.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) MARTIN STONE QUARRIES: (NO MOTION)**

Martin Stone Quarries submitted their 2019 account pricing.

**2) PENN FOREST STREAMS RESIDENT-GEORGE TESSITORE**

Penn Forest Streams resident requesting a refund for garbage card purchased 2017-2018. Penn Forest Streams acquired County Waste through the Association. Resident has letter from County Waste for proof. County Waste has discontinued services with Penn Forest Streams.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to **reimburse** Mr. George Tessitore for 2017-2018 unused garbage permit \$ 73.00 .

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**3) BIA MUNICIPAL ENGINEERING 2019 RATES (NO MOTION)**

Barry Isett & Associates 2019 rates will not be increasing from 2018 rates.

**4) ACELA ENGINEERING CO.- PROPOSAL SUBMITTED (NO MOTION)**

Letter of interest was submitted to provide Municipal Professional Engineer Services for PFT.

**5) CARBON COUNTY PLANNING COMMISSION REVIEW- WIND TURBINE ORDINANCE**

The CCPC has reviewed the proposed amendments to the PFT Zoning Ordinance regarding Wind Turbines. Public hearing is required regarding the proposed amendments.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to schedule hearing for mid- January (pending date) regarding proposed amendments to the PFT Zoning Ordinance.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2018)**

Township General Fund:	\$ 5,072,314.42	State Liquid Fuels Fund:	\$ 242,639.78
Capital Reserve Fund:	\$ 45,483.49	Sanitation Fund:	\$ 387,804.77
Septic Fund:	\$ 216,042.93	Park/Recreation:	\$ 371,974.93
SALDO	\$ 9,209.53	Payroll:	\$ 7,598.62
Debit Card Account	\$ 3,721.77	Rent	\$ 2,200.00
<b>TOTAL:</b>			<b>\$ 6,358,990.24</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2018)**

Account Ending: 3394/ #5851 - \$ 253,081.87 (6 month CD)  
3382/ #4619 - \$ 253,145.49 (6 month CD)  
3383/ #4686 - \$ 510,353.89 (1 yr CD)

**TOTAL: \$1,016,581.25**

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 11/30/2018)**

Account Ending: 1495 - \$ 103,250.60  
1710 - \$ 104,862.19  
0064 - \$ 101,886.36

**TOTAL: \$ 309,999.15**

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**TOTAL FUNDS ON DEPOSIT: \$ 7,685,570.64**

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- 1) **MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to accept Treasurer's Report for NOVEMBER 2018 (Subject to Audit).

ROLL CALL: JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

- 2) **PAYMENT OF THE BILLS FOR NOVEMBER 2018**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to pay the bills for NOVEMBER 2018.

ROLL CALL: JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**F. NEW BUSINESS:**

**WARREN REINER, CHAIRMAN**

- (1) **ROADMASTER REPORT FOR NOVEMBER 2018**

We received complaints about garbage on Old Stage Road, Route 903 and Smith Road. We picked up a truck load of garbage from the roads and it was a little tough because we were short on staff. Line painting the roads will have to wait until spring because of the roads being so wet. There also was an issue at the park with a person driving a motorcycle inside the park. If anyone sees this happening please contact the Township Office.

- (2) **ADOPT TOWNSHIP PROPOSED 2019 BUDGET-**

<b><u>General</u></b>	Revenue-	\$1,518,800.00
	Expenditures-	959,510.00
Est- 2019 Begin Balance		4,559,290.00
<b><u>Sanitation</u></b>	Revenue-	\$ 202,000.00
	Expenditures-	497,154.00
Est-2019 Begin Balance		350,000.00

<b>State Liquid Fuels</b>	Revenue-	\$ 288,188.30
	Expenditures-	438,700.00
Est- 2019 Begin Balance		238,000.00
<b>Park</b>	Revenue-	\$ 6,800.00
	Expenditures-	161,200.00
Est- 2019 Begin Balance		374,000.00
<b>Capital Reserve</b>	Revenue-	\$ 60,000.00
	Expenditures-	61,300.00
Est- 2019 Begin Balance		210,000.00

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to **ADOPT** the 2019 Proposed Budget as the final budget for 2019.

**ROLL CALL:** JK-No; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**3) RESOLUTION NO. 9 OF 2018**

Resolution No. 9 of 2018----Establishing a policy for the disposal of personal property.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to adopt Resolution No. 9 of 2018 for establishing a policy for the disposal of personal property of PFT.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**4) FIRE ESCROW FUND RELEASE**

Michael & Karen Donahue, 117 Kipling Lane, Towamensing Trails completed fire damage repairs. CO issued on 11/27/18. Request release of **\$17,652.03** to Michael & Karen Donahue.

**MOTION** made by Supervisor Reiner, Second by Supervisor Cross to release **\$17,652.03** fire escrow to Michael & Karen Donahue.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**5) CARBON AMATEUR RADIO CLUB (CARC) PROPOSAL**

Mr. Larry Dusablon met with the Park Advisory Board to discuss the possibility of setting up a temporary emergency radio communication at the park. The Park Advisory Board is in favor of his request. The hope is that the public access would help generate interest in the hobby and test their ability to set up equipment at temporary locations.

**MOTION** made by Supervisor Reiner, Second by Supervisor Meckes to approve CARC to set up their radio equipment at the PFT Park pending copy of Liability Insurance.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**G. PFT PARK AND RECREATION**

The bathrooms were drained & closed and the floor was repaired.

## H. REPORTS:

### WARREN REINER, CHAIRMAN

#### TRANSFER STATION -

1) **BULK AMOUNT for NOVEMBER 2018---\$ 581.00 Year to Date Total: \$ 10,488.00**

2016-2017 Residential Permits	(3)	\$	300.00
2017-2018 Residential Permits	(7)	\$	700.00
2018-2019 Commercial Permits	(0)	\$	0.00
2018-2019 Residential Permits	(16)	\$	750.00
2018-2019 Pro-Rated Permits	(7)	\$	249.12
<b>TOTAL DEPOSITS</b>		<b>\$</b>	<b>1,999.12</b>

**TOTAL DEPOSITS** \$ **2,580.12**

#### 2) ADMINISTRATIVE REPORTS

##### A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2018

Administrative & Financial Requests: (See Attached Lists)

Submitted: 21 / Responded: 21 / Total Hours: 17.5 hrs.

Zoning & Septic Requests: Submitted: 12 / Responded: 12

## I. ZONING DEPARTMENT

1) Zoning Officer--- Kathryn Forry submitted Zoning Report for NOVEMBER 2018  
Kathryn Forry stated it is slowing down.

#### 2) MT POCAHONTAS CLUBHOUSE(OFFICE TRAILER)- CLUBHOUSE REPAIR/REBUILD

- Subject to a permit application for the existing clubhouse demo or repair being received, within 6 months of this trailer permit.
- Subject to the starting repairs or rebuilding the clubhouse, within the next 6 months.
- Office trailer to be removed within 18 months from the issuance of this permit for the office trailer. At the discretion of the Zoning Officer this time period can be extended one time for up to an additional 12 months, provided a written application for any extension is received by the Zoning Officer prior to the expiration of the 18 month period. If the office trailer is not removed within 30 days after the

applicant receives a certificate of occupancy for the new clubhouse, or 18 months from the issuance of this permit (plus any extension of time granted by the Zoning Officer), whichever time period is shorter, applicant shall pay a fine of **\$x.xx** per day until the office trailer is removed.

- Subject to fines if the conditions above referenced are not met.

**MOTION** made by Supervisor Cross, Second by Supervisor Lignore to **approve** Agreement and for Zoning Permit to be written.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to establish a fine in the amount of **\$500.00**, if agreement is broken.

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

## **J. PUBLIC COMMENTS – (3 Minute Limit)**

**Bill Miller**- Asked if the Windmill issue is behind us now? Attorney Nanovic stated several steps need to be taken.

**Judy Salvoy** – Addressed the BOS regarding an outstanding complaint which she filed regarding Tentr business. She wanted to know if the Township is inquiring about this business which is using private roads to do their business. Kathryn Forry Building Inspector stated that this issue is being addressed and cannot talk about the matter at a public meeting.

**James Glaze** – 937 State Route 903-USSA Homes, inquired to the BOS that his property was cleaned up and wanted to know if the fine could be negated. He was issued a violation from the Zoning Department. Attorney Nanovic suggested he contact John DeCusatis, PFT Zoning Officer .

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:15 P.M.**

**MOTION** to adjourn meeting by Supervisor Reiner, Second by Supervisor Lignore

**ROLL CALL:** JK-Yes; SL-Yes; RM-Yes; TC-Yes; WR-Yes **MOTION PASSED**

**REMINDERS:**

- 1) ***The Reorganization Meeting will be held on Monday, January 7<sup>d</sup> at 6:00 pm immediately followed by the regular Board of Supervisors Meeting.***
- 2) ***The Park and Recreation will NOT hold a monthly meeting in December due to the holidays. The next meeting will be Monday, January 21<sup>st</sup> at 6:30 pm at the Township Building.***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, December 24<sup>h</sup> at 6:30 p.m. (If needed).***
- 4) ***The Township Office will be closed on Tuesday, December 25<sup>th</sup> and Tuesday, January 1<sup>st</sup> for Christmas Day and New Year's Day Holiday.***

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DANA VITALE  
TOWNSHIP SECRETARY

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WARREN R. REINER  
CHAIRMAN, BOARD OF SUPERVISORS